



2011 JCTD Managers Conference **Completion & Closeout**

Fritz Schulz
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Oversight Executive, JCTD Program
Fritz.schulz@osd.mil
(703) 601-4045



Closeout – BLUF



Objective: Effective Transition of Capability + Knowledge Capture

Closeout is triggered by:

- Military Utility Assessment Delivery with COCOM Sponsor Cover Memo and recommendation regarding transition, or
- Decision by JCTD Senior Oversight Group to transition the program early or shut down the JCTD.

Deliverables:

- Final JCTD Report and cover memo from the Integrated Management Team (OM/XM/TM/OE)
- A Closeout briefing for OSD leadership & the sponsoring Functional Control Board (FCB) if requested
- Knowledge Capture via KIMS



JCTD Final Report

Responsibility of the TM, with inputs from the OM/XM/OE (2-6 pages + appendices)

- Operational Problem addressed and Military Utility Identified (or not) – 1 page or less
- Technical Accomplishments & Capabilities Achieved against Objectives – 1 page or less
- Transitions elements (e.g., components, standards, CONOPS, etc.) transferred & receiving partners (Programs of record, Industry, etc.)
- Financial Performance – Summary of Actual vs. Plan for:
 - Total Cost, Funding Partner Contribution, Obligation profile, and Disbursement profile
- The schedule/plan, as executed – 1 page or less, plus a chart
- Lessons Learned and Recommendations
- Summary/Conclusions

Delivered with a **Cover Letter** from IMT to the OSD JCTD Program
Leadership and the sponsoring FCB Chair
Should offer a closeout briefing at their option



Sample Final Report Outline



- Overview (including final quad chart)
 - Operational Problem Addressed
 - Desired Capabilities and Technical Solution proposed
 - Top Level CONOP including Operational View-1 (OV-1)
 - Team Members – Organizations, Contact Information
- Plan (Actual vs. Plan)
- Schedule of activities, as executed
- Financial Performance
- Accomplishments
 - Capabilities Achieved and Impact on Problem Addressed
 - Demonstration Accomplishments
 - Limited Operational Use Accomplishments
 - Transition Accomplishments/Projection
- Lessons Learned
- Summary, Conclusions & Recommendations
- Appendices: ID, MP, TTA(s), OUA Report, Final Updated Quad

2-6 Pages plus
Appendices



Leadership Closeout Briefings

- If a **JCTD Closeout Briefing** is requested by OSD leadership or the sponsoring FCB:
 - The request may identify specific agenda items, but content will likely be available in the final report.
 - The briefing should be scheduled soon after the close of the JCTD before the team disperses (OSD is usually briefed at the sponsoring COCOM S&T Conference).
- **FCB Experience to date:**
 - Fewer than half of JCTDs closeouts brief the FCB working group.
 - If FCB action/support is requested, be explicit about action & desired outcome
 - Sometimes OE just provides a desk-side brief to FCB Working Group (WG) chair.
 - The requested briefing is usually 3-4 slides with 10 minutes for discussion, e.g.,
 - Slide 1 – Final quad chart
 - Slide 2 – Status for each Transition target & summary of users engaged
 - Slide 3 – List accomplishments, lessons-learned, follow-on action requested
 - Backup slides as desired (suggest last full status or COCOM S&T briefing)
- **The WG may recommend the briefing be given to the FCB or the FCB chair**



Knowledge Capture

Knowledge Capture via KIMS – Upload team documents that may be of use... for the record or as templates/examples.

- These might include:
 - TM: Technical demonstration reports, functional and performance test plans/results
 - OM: CONOPs, TTPs, DOTMLPF Change Requests, exercise scripts and data sets
 - XM: Issue Papers, POM submissions, Contract Documents, Certifications and/or Accreditations accrued
- Many of these documents capture innovative thinking, gained at substantial cost
- They may have utility for system engineering and should be considered as transition items

When in doubt, Pass It On!



Final Steps



- **Disposition of Residuals** – Any changes from the management plan should be noted in the report/briefing
- Submit **Award Nominations** for standout performance
- **Forward the following to the JCTD Program Office:**
 - Promotional Materials
 - Videos
 - Warfighter Testimonials
 - Success Stories
 - References to Publications that discuss your JCTD



Summary

Maximum Benefit to the Warfighter Requires Follow-Through

Checklist

Effective Transition of Capability

Knowledge Capture

Final Report & Closeout Briefing

Recognition for Excellence

Thanks for your Attention!

Questions?